

# Retention and Classification Report

**Agency:** Kanarraville (Utah) (570)

Town Hall  
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Kanarraville, UT 84741  
435-865-0967

**Records Officer** David Ence

23615	Annual audits and financial statements
23781	Codified ordinances
23613	Subject files
23612	Town board minutes
23781	Codified ordinances

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23615

3

**TITLE:** Annual audits and financial statements

**DATES:** 1972-1984; 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 03/01/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23615

**TITLE:** Annual audits and financial statements

(continued)

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23781

4

**TITLE:** Codified ordinances

**DATES:** 1934; 1986

**ARRANGEMENT:** Numerical by chapter and title.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

In 1934, when Kanarraville became incorporated, the town board published the "Compiled Ordinances of Kanarraville, Utah," which is a complete simplified code of all general or permanent city ordinances (See Utah Code, 1991, 10-3-707). These ordinances were revised and republished in "Kanarraville Codified Ordinances, 1986." Codified ordinances include general provisions for the municipal government; define the responsibilities of town officers, define public offenses, and contain statutes relating to elections, taxation, and zoning regulations. Ordinances provide regulations for business, construction, health, and safety. They govern public utilities, transportation, and fire protection.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 06/21/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23781

**TITLE:** Codified ordinances

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23613

4

**TITLE:** Subject files

**DATES:** 1933-

**ARRANGEMENT:** Alphabetical by subject.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Kanarraville municipal government kept important documents in a subject file. These documents include copies of city ordinances and resolutions, correspondence, reports, bonds, affidavits, agreements, petitions, burial transit permits, the general plan and other miscellaneous documents. Kanarraville subject files contain the following topics: building lots, cemetery, Cobblecrest Park, Enterprise Cable, emergency 911, fire department, Kanarraville town corporation, garbage, general plan, group homes, maps, mobile home parks, Mountain Fuel, public health, public records, release and covenant not to sue, resolutions, size lots, streets parking, subdivisions, Utah liability vehicles, water, water well, and Utah Power and Light Company.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 03/01/2001

**FORMAT MANAGEMENT:**

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**AGENCY:** Kanarraville (Utah)

**SERIES:** 23613

**TITLE:** Subject files

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

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**APPRAISAL:**

Administrative Historical Legal

These records have historical, legal and administrative value as documentation of the burial of individuals.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23612

4

**TITLE:** Town board minutes

**DATES:** 1976-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The Kanarraville town board is responsible for exercising the community's legislative and executive powers (see Utah Code, Unannotated, 1992, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, levying taxes and managing city finances, maintaining public services and utilities, and regulating activity within the city. Kanarraville town board minutes summarize the discussion of issues before the board and describe actions taken by the board. Minutes identify the place and time of meeting and name those present. The Kanarraville town board focused chiefly on maintaining public services, and especially Kanarraville's municipal water. The board discussed water rates, delinquent water bills, installing water lines and meeting purification standards. The town board also addressed routine matters such as street maintenance, cemetery upkeep, and ongoing community clean up. The town board has been involved in July 4th celebrations and has sponsored dances. In 1986 Kanarraville established and began maintaining a fire department. Also in that year, the board published revised codified ordinances. In 1994 they began work on a new park, the Cobblecrest Recreation Facility. In 1998 the town board created a planning and zoning commission.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.



**AGENCY:** Kanarraville (Utah)

**SERIES:** 23612

**TITLE:** Town board minutes

(continued)

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**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23614

3

**TITLE:** Zoning ordinances

**DATES:** 1999-

**ARRANGEMENT:** Numerical by chapter number, thereunder numerical by ordinance number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

**AUTHORIZED:** 03/01/2001

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**AGENCY:** Kanarraville (Utah)

**SERIES:** 23614

**TITLE:** Zoning ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public